

**U.S. GENERAL SERVICES ADMINISTRATION
AND US ABILITY ONE COMMISSION
SERVICE LEVEL AGREEMENT
Fiscal Year 2016/17**



1. Introduction

This is a Service Level Agreement (SLA) pursuant to which the General Services Administration (GSA) shall provide the U.S. ABILITY ONE Commission (USAOC) with legal and human resources administrative support services related to labor relations described herein.

2. Legal Authority

The USAOC and GSA enter into this SLA pursuant to (41 U.S.C. 8501-8503) and 40 U.S.C. sections 501 and 502.

3. Services to be performed

Service Detail for Labor Relations, and associated Legal Services.

(a) GSA responsibilities:

- Upon request, GSA's Office of General Counsel shall provide USAOC with legal advice, counseling, assistance and representation in connection with labor relations matters. Upon request, the Labor Relations Division (LR) of GSA's Office of Human Resources Management shall provide to USAOC human resources labor relations advice, counseling, assistance and representation in connection with labor relations matters. GSA shall:
- Serve as an agency representative and/or technical representative for USAOC in its dealings with employee and third-party representatives.
- Manage, administer, provide training regarding and assist in interpreting USAOC's collective bargaining agreements (CBAs).
- Conduct negotiations and/or advise management on the conduct of labor management negotiations
- Represent USAOC before arbitrators and the Federal Labor Relations Authority (FLRA) and its components and offices. Act as agency liaison between USAOC and the U.S. Attorney's Office in judicial proceedings related to labor relations matters.
- Advise, and assist supervisors and managers with responding to assorted labor relations issues, including elections, bargaining unit definitions, union notices, union information requests, negotiations, grievance responses, third-party actions and other labor relations related activities as appropriate and requested.

(b) USAOC responsibilities as they relate to Labor Relations:

- Consult with GSA when labor relations concerns arise and obtain review by GSA prior to issuing labor relations- related actions.
- Consult with GSA so that USAOC can meet its labor relations obligations.

- Provide management representatives during labor-management negotiations, grievances, arbitrations and other labor-management meetings.
- Provide timely information in response to union information requests, grievances, proposals during negotiations or any other labor-relations-related matter, as appropriate and after consultation with GSA
- Notify GSA's LR of proposed changes to working conditions for employees covered by a CBA.
- Communicate management decisions on labor issues to GSA's LR.
- Consider using GSA provided templates when developing grievance or other labor relations related responses, as appropriate.

4. Reimbursable Costs

GSA will provide the USAOC Labor Relations and associated legal services as outlined in paragraph 3 on a reimbursable basis. The cost of these services shall be \$104 dollars per hour with the first bill coming in September 2016 with quarterly billing thereafter.

5. Terms of Agreement

This agreement is effective upon signature and will remain in effect until September 30, 2017 unless amended, replaced, or terminated by signed agreement of both parties at least ninety (90) days in advance of the termination date.

6. Authorizing Officials:

General Services Administration:

Print E. T. HODNETT

Date: 22 AUG 16

Sign (b) (6)

US Ability One Commission:

Print (b) (6)

Date: 19 Aug 16

Sign (b) (6)

**U.S. GENERAL SERVICES ADMINISTRATION
AND US ABILITY ONE
SERVICE LEVEL AGREEMENT
ADDENDUM
FISCAL YEAR 2017**



1. Introduction:

This is a Service Level Agreement (SLA) whereby the General Services Administration (GSA) shall provide the US Ability One Commission with administrative support services.

2. Legal Authority:

The US Ability One Commission and GSA enter into this SLA pursuant to authority of (41 U.S.C.8501-8503), and 40 U.S.C. 501 et seq.

3. Services to be performed:

GSA will provide the following administrative support services on a reimbursable basis:

(1) ID Services for Contractors:

GSA will provide on a reimbursable basis, Government ID cards to contractors working within the US Ability One Commission. The cost for these services shall be set by USAccess pricing which can be found at Fedidcard.gov. Billing for services shall be conducted by the GSA Managed Service Office, direct with the client, via IPAC. USAOC hereby delegates the roles of Sponsor, Agency Security Officer, and Adjudicator, to GSA's Commission and Board Services (CABS) for the purpose of interacting with GSAs USAccess system for fingerprint processing and/or personal identity Verification (PIV) Card issuance. CABS will in turn designate by name the role holders it has assigned to support its customers to the USAccess MSO who will act as system role administrator, and provide a copy of such designation to customer.

(2) Investigation Services:

GSA will verify USAOC contractors' national security clearance information in Office of Personnel Management (OPM) central verification system (CVS) and provide information to USAOC.

4. **Client Responsibilities:**

The USAOC shall determine the type of personnel investigation for each employee using the Office of Personnel Management's (OPM) Position Designation System (PDS) tool.

5. **Terms of Agreement:**

This agreement is effective upon signature and will remain in effect until September 30, 2017 unless amended, replaced, or terminated by signed agreement of both parties at least ninety (90) days in advance of the termination date.

6. **Authorizing Officials:**

General Services Administration:

Print: E.T. Hodnett

Date: 28 NOV 16

Sign: (b) (6)

USAOC:

Print: Michael F. Rogers

Date: 28 Nov 16

Sign: (b) (6)

**U.S. GENERAL SERVICES ADMINISTRATION
AND U.S. ABILITY ONE COMMISSION
SERVICE LEVEL AGREEMENT
FISCAL YEAR 2017**



1. Introduction:

This Service Level Agreement (SLA) is between the U.S. Ability One Commission (USAOC) and the U.S. General Services Administration (GSA), and details the range and cost of administrative support services that are available to Commission on a reimbursable basis. This SLA includes support for USAOC's Office of the Inspector General. This SLA shall be effective upon signature by authorized representatives of both the Commission and GSA.

2. Legal Authority:

GSA offers administrative support services on a reimbursable basis to commissions, committees, and other agencies of the Federal Government that do not maintain a full administrative staff. Statutes and Executive orders, and Presidential pronouncements establishing Presidential and Congressional Boards or Commissions and other similar federal organizations often assign responsibility for providing administrative support to GSA. The U.S. Ability One Commission and the GSA enter into this SLA pursuant to the authority of Public Law 92-28 dated June 23, 1971 (41 U.S.C. 8501-8506); and 40 U.S.C. 501 et seq.

3. Services to be performed:

GSA's goal is to provide high quality customer-centric administrative support services within established legal framework in support of the U.S. Ability One Commission. Through this SLA GSA offers the following administrative support services on a reimbursable basis to customer:

3.1 Account Management:

3.1.1 Core Services

- Provide research and guidance on issues relevant to the ongoing operation.
- Serve as the liaison on regulatory and other issues with other Federal Agencies and GSA Service Providers.
- Provide timely communication and response to service requests through typical communication mediums, i.e., telephone, fax, email, mail courier service.
- Coordinate routine Account manager/client meetings.
- Serve as point of contact on all startup, steady state and close out activities.
- Serve as liaison for services between other GSA entities or other Federal agencies.

3.1.2 Customer Service

- Clients may contact GSA CABS Account Management Branch at (202) 205-2900 with any issue at any time. The CABS Account Management Branch will help you assess your requirement and determine which GSA Service Provider might best help you address your issue. It is the role of the GSA CABS Account Management Branch not only to ensure a GSA Service Provider is identified but also to ensure your requirement is

addressed in your current SLA or prepare an addendum to your SLA so your requirement is addressed. SLA addendums if required should be prepared and signed by both parties before any work is accomplished.

- However, in cases where you are sure which GSA Service Provider is responsible for providing a specific service and you know that service is covered in your current SLA, you should contact that Service Provider directly in order to expedite the service to be provided.

3.2 Human Resources:

3.2.1 Core Services

- Serve as the principal advisor and partner to leadership on matters related to human resources management, including hiring, staffing and recruitment, position classification and management, compensation and pay administration, workforce planning, employee services, entitlements and advisory services, including employee relations.
- Ensure confidentiality of human resource information which will only be shared, discussed and/or released to appropriate individuals on a need-to-know basis.
- Be knowledgeable about requirements in order to render effective and timely guidance and action.
- Be accountable, timely and proactive in providing high quality value added human resource services.
- Be consultative and facilitate the identification of sound alternatives.
- Provide sound, clear and objective responses based on governing laws and regulations when rendering decisions.
- Protect the rights of employees and management in accordance with governing regulations and laws.
- Maintain automated HR systems with accurate and up-to-date data.
- Be knowledgeable in and adhere to established Executive or Legislative Branch HR laws, rules and regulations, policies and procedures to include Merit System Principles and Veterans Preference.
- Adhere to established deadlines and processes outlined in this SLA and SOP- related business processes and performance measures.
- Maintain recurring customer service meetings when requested.
- Ensure awareness of any changes in automated HR systems to be used and that staff is trained in advance of implementation.

USAOC is responsible for the following requirements to enable the GSA to execute core services:

- Partner with GSA in the formulation and decision-making processes involving human resource management and policy issues.
- Involve GSA early in the formulation and decision making process.
- Participate in strategic conversations and fully disclose HR requirements to GSA.
- Prioritize requirements to facilitate workload balancing.
- Provide accurate and complete information to GSA as requested.

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- Submit electronic information when applicable.
 - Submit hard copies of documents when applicable (e.g., original signature required and original transcripts).
 - Work with GSA to develop mutually agreeable outcome measures and provide timely and constructive feedback on work performed.
 - Distribute HR information to managers and employees on a timely basis.
 - Provide information needed to maintain automated HR systems with accurate and up-to-date data. Adhere to established Executive and/or Legislative HR laws, rules and regulations, policies and procedures including Merit System Principles and Veterans Preference.
 - Adhere to established deadlines and processes outlined in the SLA and SOP- related business processes and performance measures.

3.2.2 Service Detail for Hiring:

- Educate on required HR- related timeframes and processes outlined in the SOPs.
- Hold pre-consultation meetings to provide guidance to managers, Subject Matter Experts (SMEs), liaisons, etc. on position management, classification, recruitment strategies, hiring flexibilities and strategies; where requested/needed.
- Encourage SME participation throughout the recruitment process.
- Classify positions including identifying position risk sensitivity designations.
- Maintain accurate and up-to-date standard position description library.
- Provide advice and assistance on compensation, pay setting and administration.
- Provide advice and assistance on recruitment, retention, relocation and all other incentives (e.g., Student Loan Repayment Program).
- Work with manager(s) to develop job analysis in association with recruitment action.
- Prepare and post vacancy announcements and recruitment notices if otherwise not prepared/completed by the Office of Personnel Management (OPM).
- Maintain an accurate and up-to-date standard vacancy announcement library.
- Perform technical review of requests for paid advertisements.
- Determine basic qualifications, rate and rank applicants, if otherwise not prepared/ completed by the office of personnel management
- Review and approve tentative selections made by managers.
- Respond to applicant and other external inquiries about the hiring action.
- Conduct HR-specific portions of the new employee orientation program.
- Maintain an up-to-date job analysis library.
- Conduct new employee orientation.
- Ensure new employee is issued PIV card (if applicable).
- Initiate background security investigations (if applicable).

USAOC responsibilities as they relate to Hiring and where applicable:

- Ensure documentation is accurate and complete prior to submission of job requisition to GSA.
- Thoroughly discuss HR requirements during pre-consultation meetings.
- Provide SMEs as required to assist in the recruitment process.
- Perform timely review and approval of recruitment documents.
- Submit tentative selections made by managers to HR for review and approval.
- Develop justifications and provide approval of recruitment, retention and relocation incentives to include superior qualifications.
- Use standardized documents, templates and automated tools as applicable (e.g., standard position descriptions, vacancy announcements, etc.).
- Coordinate and pay for advertising costs related to recruitment efforts.
- Adhere to established HR laws, rules and regulations, policies and procedures including Merit System Principles, Veterans Preference and confidentiality of HR related documents.
- Adhere to timeframes and processes outlined in this SLA and related business processes SOPs.
- Develop and implement recruitment and staffing plans in collaboration with GSA.
- Develop and implement succession plans in collaboration with the GSA.
- Initiate and submit Request for Personnel Actions (RPAs) within established timeframes outlined in SOPs.
- Coordinate and finalize Executive Office of the President (EOP)/ -Vetting (if applicable).
- Notify GSA of all Presidential Appointee positions based on the confirmation from the White House and the Senate in a timely manner (if applicable).

3.2.3 Service Detail for Personnel Action Processing:

- Process all actions into CHRIS, including providing quality control of entries.
- GSA personnel processing procedures will be used.
- Provide guidance and assistance in completion of personnel processing forms.
- Establish and maintain official personnel files and electronic official personnel files (i.e., Official Personnel Folder, eOPF) according to the Office of Personnel Management's regulations.
- Transfer official personnel files as required.
- Coordinate conversion of official personnel files into an electronic format if applicable (i.e., eOPF).
- Request SF-75, SF-1150s and transcripts of service as necessary.
- Adjudicate and code Standard Form 52s using OPM guidance.
- Retrieve prior service OPFs from NARA (NPRC).
- Retrieve prior service OPFs from other agencies.

USAOC responsibilities as they relate to Personnel Action Processing:

- Ensure personnel actions and necessary documents are submitted timely to the GSA for processing.
- Ensure personnel actions are accurate and contain all information, including signatures and supporting documentation needed for processing.
- Adhere to timeframes and processes outlined in this SLA and related business process SOPs.
- Ensure performance appraisals are submitted timely for processing.

3.2.4 Service Detail for Human Resource Information Technology:

- Provide required personnel and payroll reports except for 113A and G reports. 113 A&G Reports will be provided to client organizations upon request by GSA's Payroll Branch. Reports should be requested by contacting GSA Accounting and Financial Reporting Division at (816) 823-2701 or email Mike Melloy at michael.melloy@gsa.gov.
- Prepare standard and ad-hoc reports containing HR employee data.
- Input and maintain employee data in GSA's HRIT system.

USAOC responsibilities as they relate to Human Resource Information Technology:

- Ensure the GSA and Client Subject Matter Experts participate in the formulation of IT requirements.

3.2.5 Service Detail for Benefits Management:

- Provide users with benefits guidance and reference materials.
- Develop benefits-related communication.
- Educate employees on all available benefits programs.
- Process all benefits-related actions not handled directly by the insurance provider.
- Determine eligibility for agency-specific benefits.
- Determine/re-determine retirement benefits coverage based on qualifying events.
- Receive and validate retirement program claims to appropriate parties for adjudication.
- Administer discretionary benefits programs.
- Model and calculate estimated benefits payments.
- Provide benefits counseling upon employee request.

USAOC responsibilities as they relate to Benefits Management:

- Ensure benefits guidance and reference material is distributed to the appropriate audiences.
- Communicate needed changes to guidance and/or reference material to the GSA.

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- Notify the GSA of any corrective action needed to employee personnel/payroll records.
 - Ensure managers and employees complete and submit all necessary benefits forms in a timely manner.

3.2.6 Service Detail for Position Management:

- Establish appropriate number of positions essential to accomplish the functions assigned.
- Structure positions clearly and discretely to avoid overlapping of duties, unnecessary positions or fragmentation of work processes.
- Abolish vacant positions if the duties can be redistributed or eliminated.
- Optimize supervisor/employee ratios.
- Minimize the number of organizational levels, with emphasis on decentralization delegation to the lowest possible working level.
- Establish a balance between the number of employees who perform full performance level duties of the unit and the development of employees who perform more routine and lower level tasks.
- Establish positions in such a way as to encourage career development and allow cross-training consistent with the need to recruit and retain a diversified workforce.
- Classify position descriptions that adequately describe the work to be performed.

USAOC responsibilities as they relate to Position Management:

- Collaborate with the GSA on the creation and maintenance of a sound organizational structure.
- Ensure all positions are properly classified.
- Ensure that position descriptions of their subordinate staff accurately describe the duties being performed.
- Consult with GSA when making revisions or updates to a position description.
- Prepare and submit completed documentation to facilitate the classification of the position.

3.2.7 Service Detail for Employee Relations and Performance Management:

- Serve as technical representative to General Counsel in dealings with employee and third-party representatives.
- Advise and consult with supervisors and managers on employee relations issues.
- Provide advice, assistance, regulatory requirements and templates to managers on disciplinary, adverse and performance-based actions, processing administrative grievances, congressional and other third-party actions.
- Participate in oral reply meetings with deciding officials for disciplinary or adverse actions as required.

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- Provide regulatory and policy advice on workforce relations matters such as work schedules, time and leave administration, telework, performance management, employee recognition, etc.
 - Provide employees information on employee rights and obligations provided for in regulations, legislation and merit system principles.
 - Provide timely processing of award personnel actions.
 - Provide timely guidance on establishing performance plans, conducting mid-year reviews and conducting final performance rating discussions and closing performance plans.
 - Provide advice, assistance, templates and training workshops on award requirements, establishment of performance contracts/plans and conducting performance evaluations.
 - Provide Performance Management training for employees on performance systems, timeliness, supervisory and employee responsibilities.

USAOC responsibilities as they relate to Employee Relations and Performance Management:

- Assist with the development and completion of annual performance plans within specified timeframes.
- Consult with GSA when performance and/or conduct concerns arise and obtain approval prior to issuing Performance Improvement Plans (PIPs), disciplinary or performance-based actions, excluding those for SES positions.
- Use templates when developing letters of warning, reprimand and other disciplinary documents in coordination with GSA.
- Provide evidence of misconduct or unacceptable performance to GSA.
- Ensure employee recognition adheres to customer and GSA policies and guideline.
- Supervisors should discuss perceived problems with employees as soon as such problems arise. When the circumstances call for disciplinary action, it should be taken promptly. Delay in taking disciplinary action tends to diminish its effectiveness.

3.2.8 Service Detail for Customer Service:

- Ensure that training or guidance is provided on new HR systems, processes or procedures prior to implementation.
- Serve as an advisor to leadership on human resource solutions to organizational business needs.
- Work to develop staffing and recruitment strategies.
- Provide training on HR system functionality and reporting capabilities.
- Provide HR-specific training on hiring flexibilities, laws, rules and regulations, policies and procedures and other HR related areas.
- Support recruitment outreach activities conducted by customer and GSA Washington Area Operations Center (WAOC).
- Provide appropriate, accurate, and timely responses to customer inquiries received by email, phone and in person.
- Develop mutually agreed upon performance measures.

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- Survey customers' satisfaction and utilize feedback to improve processes.
 - Report how feedback has been utilized to improve processes.
 - Track and report actual performance against WAOC key performance indications (KPIs) and SLA requirements.

USAOC responsibilities related to Customer Service:

- Planning and forecasted anticipated/realized vacancy.
- Participate in training events and workshops, as needed.
- Provide timely, actionable and constructive feedback on WAOC performance surveys.

3.3 Comprehensive Human Resources Integrated System (CHRIS):

CHRIS is the automated tool used by HR professionals to document employees' employment data such as changes in salary, position, and benefits. CHRIS creates an employment history documented in e-OPF or can be printed and placed in an OPF. CHRIS is coupled with GSA's Business Objects Reporting tool; an agency can receive a full range of standard and ad hoc workforce reports quickly and easily. Data retrieval, customer reporting, and query features allow agencies to perform analysis, identify trends, track changes, and forecast future needs. CHRIS provides:

- Personnel Action Processing
- Benefits Management
- Telework Reporting

4. Legal (Office of General Counsel):

- Legal services relating to the administrative support services being provided.
- Interpretation of enabling legislation authority and other relevant statutes directly related to the customer's primary mission as defined in the enabling legislation.

5. Equal Employment Opportunity (EEO):

- General advice and guidance on EEO matters provided to the Customer's management and employees.
- For Customers under Executive authority: To coordinate the contract processing of EEO complaints of discrimination from the informal stage to the formal stage upon the Customer's request. OCR will contract for EEO services other than initial intake of EEO contacts. The Customer is responsible for all contract costs including those associated with processing EEO complaints (e.g., counseling, mediations, accept/dismiss, amendments, investigations, and final decisions). EEO intake contacts from Customers under the authority of the Legislative branch will be referred to the EEOC for the appropriate non-Executive complaints processing guidance.

6. Optional Services:

All services identified in this paragraph and provided by the following (but not solely limited to) GSA's offices and any direct liaison/coordination assistance provided by GSA will be on a full cost reimbursable availability basis:

- (a) Federal Acquisition Services
- (b) Public Buildings Service
- (c) Acquisition Management Division
- (d) Office of General Counsel
- (e) Equal Employment Opportunity
- (f) Security and Background Investigation (OPM & GSA costs)
- (g) Credentialing Services
- (h) Reasonable Accommodation Services
- (i) Federal Register Services
- (j) Human Resources - Service Detail for Hiring
- (k) Other

- (a) FAS: The National Capital Region's (NCR) Network Services Division provides contract management and administration as well as customer service, operations support, and technical assistance for the Washington Interagency Telecommunications System (WITS) 3 contract. The WITS 3 contract is an IDIQ firm fixed price contract that supports key technologies and government initiatives such as Cloud and Telework, along with reduced pricing over market and other GSA contracting vehicles. Customers can choose from a variety of telecom services available to all the federal agencies in Washington DC and surrounding Maryland and Virginia counties. The WITS 3 vendors, Level 3 and Verizon, offer a comprehensive suite of commercially available telecom and IT products and services to over 140 government agencies. Services include: VoIP, Data, ISDN PRI/BRI, Analog/Digital Trunk, Equipment/CPE, Conferencing, Installation Services, Professional Services, and Cloud Services. In the next few years, the GSA has plans to transition customers from the WITS 3 contract to the GSA Enterprise Infrastructure Solutions (EIS) contract, which is a multiple-award IDIQ with a 15-year period of performance. EIS is a comprehensive solution-based vehicle to address all aspects of federal agency information technology telecommunications, and infrastructure requirements.
- (b) PBS provides real estate market analysis by locating and negotiating optimal office space and/or other facilities, pertinent to the customer agency's mission. Acts as a Construction/Project Manager to design and construct new facilities, and/or repairs and alterations of existing structures. Assists in the disposal of un-needed Federal real estate. PBS works with the Federal Protective Service (FPS) to provide secure facilities.
- (c) The GSA will provide simplified acquisition services, contract services, and contract administration support. Acquisition services will be direct billed to the Customer on a fee for service basis.
- (d) Any legal services not covered by paragraph 3.4 above, including but not limited to the topics below, are reimbursable on an hourly basis, at \$104 per hour, plus any contract costs, contingent upon GSA's legal expertise and available resources.
 - (1) Applicability or interpretation of statutes and regulations.

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- (2) Administrative processing.
 - (3) Litigation related services whether in an administrative venue or court related to a claim, request, demand, or other action.
 - (4) FOIA Requests.
 - (5) Privacy Matters.
 - (6) TORTS.
 - (7) Ethics Matters.
 - (8) Other authoritative material or guidance unrelated to the primary mission of the customer or another service provided by GSA in paragraph 3.
- (e) OCR personnel actions required in support of the processing of EEO complaints of discrimination (including obtaining the contract services, reviewing deliverables, advice about reporting) or EEO program maintenance will be performed at a reimbursable rate of \$104 per hour or any portion of an hour. OCR will provide EEO training services if requested by the customer. EEO training services will be contracted out and the customer will be responsible for all associated contract costs. OCR's personnel actions in support of the EEO training (such as planning, developing and contracting for the training) will be charged at a rate of \$104 per hour or any portion of an hour. OCR will provide advisory services for EEO reporting requirements to the EEOC on a reimbursable hourly rate of \$104, such as EEO complaints tracking and program assessment.
- (f) The cost of the personnel suitability process shall be \$350 per case billed by GSA plus the reimbursable OPM investigation fee based on OPM annual cost:

Tier 1 (formerly NACI) \$182
Tier 2S (formerly MBI) \$1,423,
Tier 2RS (MBI Reinvestment) \$1167
Tier 3 (formerly ANACI & NACLC) \$595,
Tier 3R (Reinvestment) \$372
Tier 4 (formerly BI) \$3,615, PRI \$1,028,
Tier 5 (formerly SSBI) \$5,188, SSBI-PR - \$3,384, PPR - \$2,304

OPM costs are the best available estimates and subject to change based on GSA being notified by OPM. Clients will be billed based on the most current costs provided by OPM.

- (g) GSA will provide Government ID cards to federal employees, on a reimbursable basis. The cost for these services shall be set by USAccess pricing. Current USAccess prices can be found at Fedidcard.gov. Billing for services shall be conducted by the GSA MSO office, direct with the client, via IPAC. Client hereby delegates the roles of sponsor, adjudicator and security officer to GSA's CABS and Security Division personnel for the purpose of interacting with GSAs USAccess system for fingerprint processing and/or PIV Card issuance. GSA's CABS and Security Division will in turn designate by name the role holders it has assigned to support its customers to the USAccess MSO who will act as system role administrator, and provide a copy of such designation to the Client.

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- (h) The following outlines those services and associated costs available to your agency, through GSA's Reasonable Accommodation Program. The GSA's Reasonable Accommodation Program provides the following:
- (1) Serves as the primary source for processing Reasonable Accommodations. Comprehensive Reasonable Accommodation services, including, but not limited to, reviews Reasonable Accommodations requests; assist management through the process; advice and consultation on managing requests and accommodation needs; provide ergonomic and workplace needs assessments, to include consultation on the assessment recommendations; draft communication for management throughout the process; review medical information to determine sufficiency for accommodation under the law; request medical documentation, if necessary; consult management on essential job functions; consult management on appropriate accommodations in response to functional limitations; assist management in drafting to deny or grant accommodations; assist management to secure granted accommodations.
 - (2) In the review of medical information, GSA may deem it appropriate for an independent medical provider to review the medical documents, consult with an employee's medical team, and/or conduct medical examinations. GSA contracts with the U.S. Department of Health and Human Resources (HHS), Federal Occupational Health (FOH), for such services. When recommended by GSA and the Commission concurs that the referral is appropriate, the Commission agrees for FOH to invoice the Commission directly for payment of approved rendered services.
 - (3) Provide advice and consultation on managing workplace issues that may affect the reasonable accommodations efforts; consult on how to manage employee's granted accommodations and future needs.
 - (4) Provide advice and consult to support the Privacy Act, to include record keeping of confidential information.
 - (5) Provide support to assist management in the development and review of an agency policy; standard operating procedures; resource materials, to include, but not limited to, Frequently Asked Questions, Supervisory Toolkit, Fact Sheet, and Contact List.
 - (6) Share best practices of premier Federal agencies through resource materials.
 - (7) Provide training to educate management on the Americans with Disabilities Act Amendments Act (ADAAA), Equal Employment Opportunity Commission (EEOC) Enforcement Guidance on Reasonable Accommodation, Job Accommodation Network, Computer/Electronic Accessibility Program (CAP), and others.
- (i) GSA will facilitate the posting of Federal Register Notices (FRNs) for the Client. Client will be responsible for payment to the Government Printing Office (GPO). The cost for publication is approximately \$96 per each Word page, or \$477 per five Word pages.
 - (j) Issue selection certifications under agency merit promotion programs (e.g., competitive and noncompetitive – disability, veterans preference, etc.) and OPM delegated examining (external hiring) authority.
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- (k) Any other GSA services, charges, or costs not described above, will be provided on a full cost reimbursable basis.

7. Points of Contact:

General Services Administration:

(a) Account Management

Dawn Frazier

Account Manager

Commissions & Boards Services

Business & Administrative Management Division

Phone: (202) 357-5807

Email: dawn.frazier@gsa.gov

USAOC:

This person authorized to interface with GSA on all matters related to this agreement.

Name: Micheal J. Rogers

Position: Chief of Staff

Phone #: 703-603-0030

Email: mrogers@abilityone.gov

This person authorized to interface with GSA on all financial matters related to this agreement.

Name: Micheal J. Rogers

Position: Chief of Staff

Phone #: 703-603-0030

Email: mrogers@abilityone.gov

8. Financial Agreement:

- (a) This SLA is contingent upon the customer having appropriated funds or other available funds to support the execution on this Agreement. Otherwise this SLA should be considered null and void.
- (b) The cost of these services shall be **\$6037.00** per month or for any portion of a month during the life of the agreement plus any reimbursable fees. Monthly fees are based on number of employees supported on a bi-annual basis. A count of employees supported will be taken on September 1 and March 1 of each year to establish the rate for the next six months.
- (c) In addition to routine monthly fees, new clients will be charged three months fees to support start-up support, immediately upon signature of their initial SLA.
- (d) The cost incurred with the administration of the agreement includes a pro rata portion of GSA's operational costs. GSA will initiate charges against USAOC's

account for the agreed upon fees. The fees will be charged against the account during the first eight days of the first month of each quarter or immediately, on a pro rata basis, in quarters which have already begun.

- (e) If USAOC should transfer services to another provider or if USAOC completes its federal service, USAOC will be charged three months fees to support the maintenance and transfer of records to a new service provider, employers or the Federal Records Center. In the event Congress decides to close the client agency during the current fiscal year, or if USAOC elects to terminate GSA services for any reason, USAOC shall be assessed a flat fee equal to three months charges on the first day of the last month of this SLA duration to cover all close-out activities including but not limited to: 1) Records management 2) Final invoicing 3) OMB/Treasury final reconciliation 4) Surplus property 5) Other tasks as required.
- (f) Monthly fees will be increased commensurate with federal civilian employee pay raises, e.g., if federal civilian employees get a pay raise of 3.1% in January of any calendar year, the monthly fee for the client will be increased by 3.1% effective October 1, of the same calendar year.

9. Payment and Intra-Governmental Payment and Collection System (IPAC):

- a. USAOC agrees to pay as stipulated in the SLA.
- b. Payment will be made via Interfund transfer (IFTV) except when special arrangements are made as mutually agreed upon by the GSA and USAOC.
- c. A signature on this SLA signifies the USAOC's commitment to reimburse GSA for services rendered.
- d. GSA will use the following Treasury codes on all IPAC billings:

Client Agency Location Code (ALC)	47000018
Client Agency Treasury Account Symbol (TAS):	95_2000
Client Business Event Type (BETC) Code:	DISB
Client BPN number:	N/A
Purchase Order Number for Client Billing:	JP17P0014
First and Last Year of Funding Source:	FY17
Type of Funding:	Annual
GSA Agency Location Code (ALC):	47000016
GSA Treasury Account Symbol (TAS):	47x4540.1
GSA BETC Code:	COLL

- e. Questions by the GSA or the Client Agency concerning IPAC billings shall be addressed to the points of contacts identified.

10. Alternative Dispute Resolution:

- 1. The parties agree that, in the event of a dispute between the agency and GSA, the parties shall use their best efforts to resolve that dispute in an informal fashion and through consultation and negotiation, or other forms of mutually acceptable non-binding alternative means of dispute resolution.
- 2. Non-acceptance issues unable to be resolved will be handled as follows:

- (a) The Client must request in writing (via email or memorandum) a review by GSA's Director, Business & Administrative Management Division.
- (b) GSA's Director, Director, Business & Administrative Management Division will submit a written ruling to the Client via email or memorandum.
- (c) In the event those officials cannot resolve the dispute, they will designate a mutually acceptable independent third party to review the facts and recommend a fair resolution.

11. Continuing Resolutions:

- (a) In the event of a continuing resolution GSA and USAOC will operate under the guidelines governing the resolution.
- (b) Fee collection will be consistent with the terms of the continuing resolution.

12. Terms of Agreement:

This agreement is effective October 1, 2016 and will remain in effect until September 30, 2017 unless amended, replaced, or terminated by signed agreement of both parties at least ninety (90) days in advance of the termination date.

USAOC and the GSA reserve the right to terminate this agreement by notifying the other party at least 90 days in advance of termination date. Notification must be made in writing (via email or memorandum) to the Director, GSA's Commission and Boards Services, Business & Administrative Management Division, or his/her designee.

In the event of termination by either party, the GSA agrees to reasonably assist to ensure smooth transition to another provider.

If this agreement is terminated by USAOC, USAOC assumes responsibility for all costs resulting from the termination, which may include:

- (a) Direct costs already incurred by the GSA in support of the agreement which costs cannot be similarly canceled or deferred
- (b) Termination costs
- (c) Transition costs as applicable

13. Authorizing Officials:

General Services Administration:

Print: E.T. Hodnett

Date: 7 Oct 16

Sign: (b) (6)

USAOC:

Print: Kimberly M. Zeich

Date: 10/7/2016

Sign: (b) (6)

IAA Number _____ - 0000 - _____
 GT&C # _____ Order # _____ Amendment/Mod # _____

FMS Form 7600A
6-10

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - _____
GT&C # _____ Order # Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost _____ \$72,444.00
Overhead Fees & Charges _____
Total Estimated Amount _____ \$72,444.00

Provide a general explanation of the Overhead Fees & Charges

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☐ Other Authority ☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

Public Law 92-28

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☒ Economy Act (31 U.S.C. 1535/FAR 17.5) ☐ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
Property Act 40 U.S.C. 501

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

See FY17 SLA between USAOC & GSA

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

See FY17 SLA between USAOC & GSA

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - _____
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).
See attached SLA

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

90

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)
USAOC

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)
GSA

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

**United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section**

IAA Number _____ - 0000 - _____
GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Michael Rogers	E. T. Hodnett
Title	Chief of Staff	Agency Liason Officer
Telephone Number(s)	(703) 603-0030	(202) 205-2900
Fax Number		(202) 357-0045
Email Address	mrogers@abilityone.gov	tom.hodnett@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Approval Date	4 Oct 08	4 Oct 06

IAA Number _____ - _____ - _____ Servicing Agency's Agreement
GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

PRIMARY ORGANIZATION/OFFICE INFORMATION					
24.	Requesting Agency		Servicing Agency		
Primary Organization/Office Name	U.S. Ability One Commission		General Services Administration Commission and Boards Services		
Responsible Organization/Office Address	1401 South Clark Street, Suite 715 Arlington, VA 22202		1800 F Street, NW Washington, DC 20405		
ORDER/REQUIREMENTS INFORMATION					
25. Order Action (Check One)					
<input checked="" type="checkbox"/> New <input type="checkbox"/> Modification (Mod) – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line. <input type="checkbox"/> Cancellation – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.					
26. Funding Modification Summary by Line	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$ _____	\$ _____	\$ _____	\$ _____	\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
Funding Change for This Mod	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
TOTAL Modified Obligation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Advance Amount (-)	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
Net Modified Amount Due	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
27. Performance Period					
Start Date		10/1/16		End Date 9/30/17	
For a performance period mod, insert the start and end dates that reflect the new performance period.		MM-DD-YYYY		MM-DD-YYYY	

IAA Order

IAA Number _____ - _____ - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

28. Order Line/Funding Information														Line Number _____			
				Requesting Agency Funding Information						Servicing Agency Funding Information							
ALC		47000018												47000016			
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	
OR Current TAS format			95_2000 95172000						47X4540.1								
BETC			DISB						COLL								
Object Class Code (Optional)																	
BPN																	
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)			Client Billing #JP17P0014						Client Billing #JP17P0014								
Requesting Agency Funding Expiration Date 09-30-2017 MM-DD-YYYY									Requesting Agency Funding Cancellation Date 9-30-2017 MM-DD-YYYY								
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) See attached Service Level Agreement																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:								
Unit of Measure								Contract Cost		\$							
Quantity		Unit Price		Total				Servicing Fees		\$							
		\$72,444.00		\$ 72,444.00				Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges		\$						Advance for Line (-)		\$							
Total Line Amount Obligated				\$ 72,444.00				Net Total Cost		\$ 0.00							
Advance Line Amount (-)		\$						Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due				\$ 72,444.00													
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number _____
 GT&C # _____ Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) _____

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line - Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed - Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other - Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ 72,444.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

FY 17 SLA between USAOC & GSA

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]
 If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other - Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☐ Monthly ☒ Quarterly ☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

- ☐ 7 days ☐ Other Payment Terms (include explanation): _____

IAA Order

IAA Number _____ GT&C # _____ Order # _____ Amendment/Mod # _____ Servicing Agency's Agreement Tracking Number (Optional) _____

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Micheal J. Rogers	Maureen Cain
Title	Chief of Staff	Accountant
Office Address	1401 South Clark Street, Suite 715 Arlington, VA 22202	Financial Information & Operations Division USDA - Office of the Chief Financial Officer
Telephone Number	(703) 603-0030	(816) 823-3394
Fax Number		
Email Address	mrogers@abilityone.gov	maureen.cain@gsa.gov
Signature & Date (Optional)	[REDACTED]	

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	Julia Wiggins	Dawn Frazier
Title	Program Services Specialist	Account Manager
Office Address	1401 S. Clark St. Ste. 715 Arlington, VA 22202	1800 F Street, Room 7003 Washington, DC 20405
Telephone Number	(703) 603-0030	(202) 357-5807
Fax Number		(202) 357-0045
Email Address	jwiggins@abilityone.gov	dawn.frazier@gsa.gov
Signature & Date (Optional)	(b) (6)	
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

IAA Order

IAA Number _____ - _____ - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Michael Rogers	E. T. Hodnett
Title	Chief of Staff	Agency Liason Officer
Telephone Number	(703) 603-0030	(202) 205-2900
Fax Number		(202) 357-0045
Email Address	mrogers@abilityone.gov	tom.hodnett@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	4/24/16	4/24/16

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Michael J. Rogers	Dewan Studdard
Title	Chief of Staff	Supervisory Budget Analyst
Telephone Number	(703) 603-0030	(202) 501-2767
Fax Number		
Email Address	mrogers@abilityone.gov	Dewan.studdard@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	4/24/16	

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number AbilityOne1701 - 0000 -
GT&C # _____ Order # Amendment/Mod # _____

DEPARTMENT AND/OR AGENCY											
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%; padding: 5px;">Requesting Agency of Products/Services</th> <th style="width: 85%; padding: 5px;">Servicing Agency Providing Products/Services</th> </tr> <tr> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">Committee for Purchase From People Who Are Blind or Severely Disabled (U.S. Ability One)</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">1401 S. Clark Street, STE 10800, Arlington, VA 22202</td> </tr> </table> </td> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">General Services Administration Office of the Chief Financial Officer (OCFO)</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, NW Room 6010 Washington, DC 20405</td> </tr> </table> </td> </tr> </table>	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">Committee for Purchase From People Who Are Blind or Severely Disabled (U.S. Ability One)</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">1401 S. Clark Street, STE 10800, Arlington, VA 22202</td> </tr> </table>	Name	Committee for Purchase From People Who Are Blind or Severely Disabled (U.S. Ability One)	Address	1401 S. Clark Street, STE 10800, Arlington, VA 22202	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">General Services Administration Office of the Chief Financial Officer (OCFO)</td> </tr> <tr> <td style="padding: 5px;">1800 F Street, NW Room 6010 Washington, DC 20405</td> </tr> </table>	General Services Administration Office of the Chief Financial Officer (OCFO)	1800 F Street, NW Room 6010 Washington, DC 20405
Requesting Agency of Products/Services	Servicing Agency Providing Products/Services										
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Name	Committee for Purchase From People Who Are Blind or Severely Disabled (U.S. Ability One)										
Address	1401 S. Clark Street, STE 10800, Arlington, VA 22202										
General Services Administration Office of the Chief Financial Officer (OCFO)											
1800 F Street, NW Room 6010 Washington, DC 20405											
2. Servicing Agency Agreement Tracking Number (Optional) _____											
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>											
4. GT&C Action (Check action being taken) <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.											
5. Agreement Period Start Date <u>10/01/2016</u> End Date <u>9/30/2017</u> of IAA or effective cancellation date MM-DD-YYYY MM-DD-YYYY											
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input checked="" type="checkbox"/> If Yes, is this an: Annual Renewal <input checked="" type="checkbox"/> Other Renewal <input type="checkbox"/> State the other renewal period: _____ No <input type="checkbox"/>											
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA											
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation											
Note: Specific advance amounts will be captured on each related Order.											

**United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section**

IAA Number AbilityOne1701 - 0000 -
GT&C # _____ Order # Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost \$84,054.00
Overhead Fees & Charges \$0.00
Total Estimated Amount \$84,054.00

Provide a general explanation of the Overhead Fees & Charges

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☒ Economy Act (31 U.S.C. 1535/FAR 17.5) ☐ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
Programmatic Authority: JWOD Act 41 U.S.C 8501-8506

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☒ Economy Act (31 U.S.C. 1535/FAR 17.5) ☐ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
40 USC 3173

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)
The Committee for Purchase From People Who Are Blind or Severely Disabled (US Ability One) will receive shared services from the GSA Office of the Chief Financial Officer (OCFO) under the Statutory Authority listed in item 10.a of this form. The attached Statement of Work provides detailed requirements.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)
The General Services Administration (GSA) will provide the shared services outlined in the attached Statement of Work for the Committee for Purchase From People Who Are Blind or Severely Disabled (US Ability One). The Financial Management Services under this agreement are provided by the US General Services Administration through a separate Interagency Agreement with the US Department of Agriculture, Office of the Chief Financial Officer.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number AbilityOne1701 - 0000 -
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).
See attached Statement of Work.

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume 1, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

80

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)
N/A

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)
N/A

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)
The Committee for Purchase From People Who Are Blind or Severely Disabled (US Ability One) enters into this agreement pursuant to the authority of 40 USC 3173 and the enabling legislation, JWOD Act 41 U.S.C 8501-8506, for the agency. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number AbilityOne1701 - 0000 -
GT&C # Order # Amendment/Mod #

20. **Servicing Agency Clause(s) (Optional)** (State and/or attach any additional Servicing Agency clauses.)
GSA enters into this agreement pursuant to the authority of 40 USC 3173 and the enabling legislation, JWOD Act 41 U.S.C 8501-8506, for the agency. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement.

21. **Additional Requesting Agency and/or Servicing Agency Attachments (Optional)** (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)
See attached Statement of Work

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Kimberly M. Zeich	Gerard E. Badorrek
Title	Deputy Executive Director	Chief Financial Officer, General Services Administration
Telephone Number(s)	(703) 603-2130	(202) 501-1727
Fax Number	(703) 603-2130	
Email Address	kzeich@abilityone.gov	gerard.badorrek@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Approval Date	10/25/2016	12/8/16

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number AbilityOne1701 - 0000 -
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional) ER.2017.036

PRIMARY ORGANIZATION/OFFICE INFORMATION		
24.	Requesting Agency	Servicing Agency
Primary Organization/Office Name	Committee for Purchase from People who are Blind or Severely Disabled	General Services Administration, Office of the Chief Financial Officer
Responsible Organization/Office Address	1401 S. Clark St., Ste. 715, Arlington, VA 22202	1800 F Street, NW Room 6020 E Washington, DC 20405

ORDER/REQUIREMENTS INFORMATION
<p>25. Order Action (Check One)</p> <p><input checked="" type="checkbox"/> New</p> <p><input type="checkbox"/> Modification (Mod) – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line.</p> <p><input type="checkbox"/> Cancellation – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.</p>

26. Funding Modification Summary by Line	Line # <u>1FM</u>	Line # <u>2Pay</u>	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$77,374.00	\$6,880.00	\$	\$	\$84,054.00
Cumulative Funding Changes From Prior Mods (addition (+) or reduction (-))	\$0.00	\$	\$	\$	\$0.00
Funding Change for This Mod	\$0.00	\$	\$	\$	\$0.00
TOTAL Modified Obligation	\$77,374.00	\$6,880.00	\$0.00	\$0.00	\$84,054.00
Total Advance Amount (-)	\$0.00	\$	\$	\$	\$0.00
Net Modified Amount Due	\$77,374.00	\$6,880.00	\$0.00	\$0.00	\$84,054.00

27. Performance Period	Start Date	10-01-2018	End Date	09-30-2017
For a performance period mod, insert the start and end dates that reflect the new performance period.		MM-DD-YYYY		MM-DD-YYYY

IAA Order

IAA Number AbilityOne1701 - 0000 -
 GT&C# Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional) ER.2017.036

28. Order Line/Funding Information														Line Number _____			
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC		47000018								47000018							
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	
			338	2017	2017		2000	000			47			X	4540	001	
OR Current TAS format			95172000						47X4540.1								
BETC			DISB						COLL								
Object Class Code (Optional)																	
BPN			928275536						964253686								
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)			BOAC: 953929														
Requesting Agency Funding Expiration Date 09-30-2017 MM-DD-YYYY									Requesting Agency Funding Cancellation Date 09-30-2022 MM-DD-YYYY								
Project Number & Title FY 2017 Interagency Agreement for GSA OCFO Shared Services																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																	
See attached Statement of Work.																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:								
Unit of Measure								Contract Cost		\$							
Quantity	Unit Price	Total						Servicing Fees		\$							
1	\$84,054.00	\$ 84,054.00						Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges		\$ 0.00						Advance for Line (-)		\$							
Total Line Amount Obligated		\$ 84,054.00						Net Total Cost		\$ 0.00							
Advance Line Amount (-)		\$ 0.00						Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due		\$ 84,054.00															
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number AbilityOne1701 - 0000 -
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional) ER 2017.036

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ 0.00 [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line - Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed - Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other - Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ 84,054.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)
 See attached Statement of Work

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]
 If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other - Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☐ Monthly ☒ Quarterly ☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

- ☐ 7 days ☒ Other Payment Terms (include explanation): Upon billing

IAA Order

IAA Number AbilityOne1701
GT&C #

- 0000 -
Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) ER.2017.036

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)
See attached Statement of Work.

36. Delivery/Shipping Information for Products (Optional)

Agency Name

Point of Contact (POC) Name & Title

POC Email Address

Delivery Address /Room Number

POC Telephone Number

Special Shipping Information

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Kimberly M Zelch	Gerard E. Badorrek
Title	Deputy Executive Director	Chief Financial Officer, General Services Admin
Telephone Number	(703) 603-2130	(202) 501-1727
Fax Number	(703) 603-0030	
Email Address	kzelch@abilityone.gov	gerard.badorrek@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	10/25/2016	10/25/16

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Michael Rogers	Dewan Studdard
Title	Chief of Staff	Supervisory Budget Analyst
Telephone Number	(703) 603-2120	(202) 501-2767
Fax Number	(703) 603-0030	
Email Address	mrogers@abilityone.gov	dewan.studdard@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	26 Oct 16	12/7/16

IAA Order

IAA Number AbilityOne1701

GT&C #

- 0000 -

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

ER.2017.036

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Michael Rogers	John P. Geraghty Edward Burrows
Title	Chief of Staff	GSA-USDA Financial Management Liaison (BQ)
Office Address	1401 S. Clark St, Ste 715, Arlington, VA 22202	1800 F Street, NW Room 6010 Washington, DC 20405
Telephone Number	(703) 603-2120	(202) 219-6755 703-537-6740
Fax Number	(703) 603-0030	
Email Address	mrogers@abilityone.gov	john.geraghty@gsa.gov Edward Burrows @gsa.gov
Signature & Date (Optional)		

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	Angela Phifer	Bart Jestel
Title	Executive Assistant	Branch Chief, Payroll Services Branch
Office Address	1401 S. Clark St, Ste 715, Arlington, VA 22202	2300 Main Street 2NW, Kansas City, MO 64108
Telephone Number	(703) 603-2123	(816) 826-8377
Fax Number	(703) 603-0030	(816) 823-5533
Email Address	aphifer@abilityone.gov	bart.jestel@gsa.gov
Signature & Date (Optional)		
Name	Julia Wiggins	
Title	Program Support Specialist	
Office Address	1401 S. Clark St, Ste 715, Arlington, VA 22202	
Telephone Number	(703) 603-2145	
Fax Number	(703) 603-0030	
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

ORDER FOR SUPPLIES AND SERVICES				REQUISITION/REFERENCE NUMBER JP17P0002		PAGE OF PAGES 1	
1. DATE OF ORDER 10/01/16		2. ORDER NUMBER		3. CONTRACT NUMBER		4. PDN NUMBER	
FOR GOVERNMENT USE ONLY	5. ACCOUNTING AND APPROPRIATION DATA						
	FUND 837.7	FUNCTION CODE 000	B/A CODE 00	CC-A	C/E CODE H62	FY	REGION
	CC-B	PROJ/PROG NO.	O/C CODE 25	ORG. CODE T1198310	WITEM	PRT/CRFT	
6. TO: CONTRACTOR (Name, address and zip code) GSA OCFO John C. Murphy Edward Burrows 1800 F Street, NW Room 6010 Washington, DC 20405				7. TYPE OF ORDER A. <input checked="" type="checkbox"/> PURCHASE Please furnish the following on the terms and conditions specified on the order and the attached sheets, if any, including delivery as indicated. B. <input type="checkbox"/> DELIVERY (For Supplies) This delivery order is issued subject to the terms and conditions of the above numbered contract. C. <input type="checkbox"/> TASK ORDER (For Services) This task order is issued subject to the terms and conditions of the above numbered contract. D. MODIFICATION NUMBER AUTHORITY FOR ISSUING Except as provided herein, all terms and conditions of the original order, as heretofore mentioned, remain unchanged. 8B. START DATE: 8C. COMPLETION DATE:			
8A. Data Universal Numbering System (DUNS) Number		8B. Taxpayer Identification Number (TIN) 28-1844759					
9A. BUSINESS CLASSIFICATION <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. SMALL DISADVANTAGED <input type="checkbox"/> d. WOMAN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL <input type="checkbox"/> g. VETERAN <input type="checkbox"/> h. SERVICE DISABLED VETERAN							
10. ISSUING OFFICE (Address, Zip Code, and Telephone Number) 1401 S. Clark St Suite 715 Arlington, VA 22202-32509		11. REMITTANCE ADDRESS (MANDATORY) GSA FISC 1800 F Street, NW Room 6010 Washington, DC 20405		12. SHIP TO (Consignee Address, Zip Code and Telephone Number) Same as #10			
13. PLACE OF INSPECTION AND ACCEPTANCE				14. REQUISITION OFFICE (Name, Symbol and Telephone Number) AbilityOne Commission (703) 803-7740			
15. F.O.B. POINT		16. GOVERNMENT B/L NUMBER		17. DELIVERY F.O.B. POINT		18. PAYMENT/DISCOUNT TERMS	
19. SCHEDULE							
ITEM NUMBER (A)	SUPPLIES OR SERVICES (B)			QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	IAA AbilityOne 1601 See attached Agreement			1	ea	\$84,054.00	\$84,054.00
20. RECEIVING OFFICE (Name, Symbol and Telephone Number)						TOTAL FROM 399-A(e)	
21. MAIL INVOICE TO: (Electronic Invoice Preferred) GENERAL SERVICES ADMINISTRATION AbilityOne Commission 1401 S. Clark St Suite 715 Arlington, VA 22201-3259				22. GROSS SHIP WEIGHT		GRAND TOTAL	\$84,054.00
23. SHIPPING POINT							
24A. FOR INQUIRIES REGARDING PAYMENT CONTACT: Michael J. Rogers						24B. TELEPHONE NUMBER 703-803-2120	
25A. NAME AND TITLE OF OFFEROR/CONTRACTOR				25B. UNITED STATES OF AMERICA (NAME OF CONTRACTING/ORDERING OFFICER) Michael J. Rogers			
25B. SIGNATURE		25C. DATE SIGNED		25D. SIGNATURE		25E. DATE SIGNED	
				(b) (6)		2/6/16	

GENERAL SERVICES ADMINISTRATION

GSA 300 (REV. 5/2010)

**STATEMENT OF WORK
BETWEEN
THE GENERAL SERVICES ADMINISTRATION
OFFICE OF THE CHIEF FINANCIAL OFFICER
AND
THE COMMITTEE FOR PURCHASE FROM PEOPLE WHO ARE BLIND OR
SEVERELY DISABLED (U.S. ABILITYONE)**

I. PURPOSE

This Statement of Work (SOW) provides details pertaining to the Interagency Agreement (IA) between the Committee for Purchase from People Who are Blind or Severely Disabled (AbilityOne) and the General Services Administration (GSA), Office of the Chief Financial Officer (OCFO) as a shared services provider. The OCFO provides financial, payroll, travel, and associated administrative services. This SOW documents the terms and conditions which govern the services to be delivered and the relationship of the GSA and the AbilityOne. This IA becomes effective upon signature of both the AbilityOne and the OCFO.

II. DELIVERABLES

Under this IA, the AbilityOne is receiving support services as described in the SOW including any AbilityOne unique requirements that may be included below. The Financial Management Services (FM) provided to the AbilityOne by the GSA are executed through a separate interagency agreement between the GSA and the United States Department of Agriculture (USDA-PFS), Office of the Chief Financial Officer (OCFO) as an FM shared services provider. Payroll Services are provided to the AbilityOne by the GSA, OCFO, Payroll Services Branch (PSB) as a Human Resources Line of Business (HRLOB) Shared Service Center (SSC).

III. PRIVACY AND SECURITY

The OCFO and the AbilityOne have a shared responsibility in protecting Privacy Act and sensitive information, and in maintaining the security of the financial systems.

Privacy Act Information

GSA periodically submits data to its client agencies as it provides payroll, human resources, and/or financial services on a recurring basis. Due to the nature of this information, some of it is sensitive, but unclassified, and may or may not be covered by the Privacy Act. Any information covered under the Privacy Act is being provided under a routine use exception to a Privacy Act system of records notice that requires disclosure under the Privacy Act. Any customer agency receiving payroll, human resources, and/or financial services from the GSA who has access to private and sensitive personal data agrees to comply with all statutes and corresponding regulations

which address the protection and disclosure of such types of data. The AbilityOne agrees to establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of records and to protect against any anticipated threats or hazards to the security of such records and respond appropriately, as discussed below, to an actual breach.

The OCFO and the AbilityOne understand that there may be accessible information protected by the Privacy Act or other authorities, which must be adhered to. Disclosure to third parties of any of this information must be agreed upon by the OCFO and the AbilityOne and only if the request for disclosure has been submitted in accordance with the Freedom of Information Act (FOIA), 5 U.S.C. §552 as amended (<https://www.law.cornell.edu/uscode/text/5/552>), or the Privacy Act, 5 U.S.C. §552a (<https://www.law.cornell.edu/uscode/text/5/552a>). All such information shall be kept confidential to the extent consistent with, and required by, FOIA, Federal statutes, and Federal regulations.

Information Security

AbilityOne agrees to use due diligence in ensuring that any systems user from the AbilityOne obtains a minimum level National Agency Check with a Written Inquiries and Credit report (NACIC) clearance before requesting access to GSA systems. The AbilityOne acknowledges that all systems users have an official need to access such information on a least-privileged basis to perform their job role(s) and are in the process and/or have completed a Homeland Security Policy Directive (HSPD) -12 accreditation. Access to GSA systems should be appropriately limited as to systems privileges on a "least privilege" basis and reflect an acceptable "segregation of duties" so that no one user has too many privileges to effect the processing of a single transaction without independent authorization, review, and approval of such transactions.

AbilityOne also agrees to ensure that any system user completes annual IT security awareness (and privacy act awareness training as applicable) and abides by current GSA Information Technology (IT) General Rules of Behavior (Attachment 1). The AbilityOne agrees to notify OCFO promptly (within 48 hours under normal circumstances or immediately upon hostile terminations) of users that no longer have a valid need to access the system, so that OCFO can take timely and appropriate actions to remove that user from access in the system. The AbilityOne agrees to assist OCFO with the annual user recertification by verifying that existing system user accesses are accurate, necessary, and properly segregated as to system privileges to promote compliance with GSA internal control requirements.

External users of GSA systems are responsible for maintaining effective IT security and other internal controls, as applicable. For example, user ID and password information to GSA systems shall be established and protected in accordance with current GSA IT Security Policy (Attachment 2), and GSA IT General Rules of Behavior.

The AbilityOne agrees to protect and secure its own connection points to GSA systems for system vulnerabilities. They should also conduct vulnerability scans on a regular

basis and apply security patches for vulnerabilities in a timely manner.

Security Incidents

Upon discovering a security incident, the AbilityOne shall report it in accordance with the Office of Management and Budget (OMB) Memorandum M-07-16 (Attachment 3), and GSA incident reporting procedures and shall expeditiously notify the appropriate information security official.

The security incident reporting process is reflected in GSA IT Procedural Guide: Incident Response, Chief Information Officer (CIO) IT Security 01-02, July 6, 2010 (Attachment 4). The Information System Security Officer (ISSO), Richard Banach, (email: Richard.Banach@gsa.gov) will be responsible for preparing and filing a GSA Cyber Incident Reporting Form and forwarding this form to the Information Systems Security Manager (ISSM). The ISSM reviews the report and determines the significance of the incident. If deemed significant, the ISSM will forward the incident report to the Senior Agency Information Security Official (SAISO) who determines whether the security incident needs to be reported to the United States Computer Emergency Readiness Team (US-CERT), Office of Inspector General (OIG) or external law enforcement agencies.

In the event that a security incident impacts the AbilityOne's connection and data, the AbilityOne will take immediate actions to mitigate the potential security incident and promptly notify the OCFO Security ISSO, Richard Banach. Security incidents impacting GSA interconnection and data shall be immediately reported to the ISSO and ISSM for OCFO, Office of Financial Management Systems. Security incidents impacting Personally Identifiable Information (PII) for this interconnection must be immediately reported to the GSA Points of Contact identified in this section above. Designated GSA Points of Contact will inform the appropriate GSA and/or security contacts.

Further guidance regarding GSA's IT security requirements, can be obtained through the established GSA ISSO.

IV. TERMINATION

Both the AbilityOne and the GSA reserve the right to terminate this agreement by notifying the other party in writing (via email or memorandum). GSA may terminate this IA upon 90 days notice in the event of the AbilityOne's failure to reimburse GSA for services rendered or for any other reason. Notification must be made to the GSA OCFO, Program Manager (FMS 7600B, Block 37), or their designee.

In the event of termination by either party, the GSA agrees to reasonably assist to ensure smooth transition to another provider.

If this agreement, or any order under this agreement, is terminated, the AbilityOne assumes responsibility for all costs resulting from the termination, which may include:

- Direct costs already incurred by the GSA in support of the Agreement when costs cannot be similarly canceled or deferred
- Termination costs
- Transition costs as applicable

Close Out – Financial Management Services

In the event Congress makes the determination to close an Agency or Commission, the client shall be assessed a flat fee equal to three months charges to cover all close out activities, including but not limited to:

- OMB and Treasury reporting required by law
- Preparation and research of Internal Revenue Service (IRS) Form 1099 for payments that have been made on behalf of the client
- Research of past payments
- Other tasks as required

V. DISPUTE RESOLUTION

Non-acceptance issues unable to be resolved informally by GSA and the AbilityOne will be handled in accordance with current Intergovernmental Business Rules (Department of the Treasury, current version, Financial Management Service (FMS) Bulletin No. 2007-03).

VI. DELIVERABLES AND DESCRIPTION OF SERVICES OFFERED

Under this IA, the AbilityOne is receiving the following services:

- ☒ Financial Management Systems Services
- ☒ Financial Management Reporting and Accounting Support
- ☒ Optional Financial Management Services
- ☐ Business Objects Reporting and Administrative Services
- ☒ Budgeting and Analysis Support
- ☒ Payroll Services
- ☒ Optional Payroll Services
- ☐ Labor Distribution System and Support
- ☐ Optional Labor Distribution Support
- ☐ E-Gov Travel System and Operations Services
- ☐ Optional E-Gov Travel Services

Financial Management Systems Services

USDA-PFS's core financial management system, Pegasys, is a Financial Systems Integration Office (FSIO) certified, configured version of CGI Federal's commercial-off-the-shelf Momentum Financials suite. Financial management services are supported

through Pegasys, USDA-PFS's Financial System of record, including the storage of multi-year financial data. USDA-PFS provides operations and maintenance services for Pegasys customers including:

- IT Support Services
- Application Management
- Data Center Operations
- Business Continuity and Disaster Recovery
- Systems Integrity Services

USDA-PFS has tools available that support financial management reporting and querying.

A Statement on Standards for Attestation Engagements Number 16 (SSAE 16) audit is conducted annually on Pegasys and the financial management shared services operation. A copy of the results is provided annually to customers.

Systems Labor

Labor costs associated with maintenance and support of the USDA-PFS financial system.

Financial Management Reporting, Accounting and Budgeting Support

Financial Management Reporting

USDA-PFS will fulfill Treasury and the OMB external reporting requirements of the AbilityOne, through the following reports based upon the agency's reporting requirements. In addition, the USDA-PFS OCFO will serve as a point of contact for financial regulatory issues with Treasury and OMB.

Governmentwide Mandated Reports:

- SF 133 – Report on Budget Execution and Budgetary Resources (monthly)
- SF 224 – Statement of Transactions (reported by the third business day of the month)
- SF 132 – Apportionment and Reapportionment Schedule
- Max A-11 – President's Budget Report
- ATDAs – Accountability of Tax Dollars Act Statements (quarterly)
- TROR – Treasury Report on Receivables (quarterly)
- GFRS – Governmentwide Financial Report System
- GTAS – Governmentwide Treasury Account Symbol Adjusted Trial Balance System (monthly)

Accounting Support

Accounting support services will be provided in accordance with External Services Branch (ESB) standard operating procedures for obligation and payment documents or as mutually agreed upon by both parties.

- Record obligations, receipts, and disbursements
- Process accounts receivable, reimbursable, and central collection. The letter of intent must be submitted to the USDA-PFS on same day when the bank processes the transfer. The wire transfers must be in Collection Information Repository (CIR) and coding received by USDA-PFS no later than the fifth day prior to month end in order to be processed by month end.
- Process vendor and other types of disbursements in accordance with Prompt Pay regulations
- Reconcile general ledger subsidiary transactions
- Reconcile Fund Balance with Treasury
- Preparation and research of Internal Revenue Service (IRS) Form 1099 for payments that have been made on behalf of the client

Proper recording of Obligations:

Client Responsibilities:

1. The client will provide consistent proper supporting documentation in a timely manner to support the recording of obligations to the USDA-PFS ESB. Such documentation must be received by the USDA-PFS ESB within 5 business days of the client incurring the obligation.
2. The obligation request must be approved by the client based on the signature of authority on file with the USDA-PFS ESB.
3. The client is responsible for following rules, regulations, and policies applicable to their organization, ensuring proper acquisition methods are followed.

USDA-PFS Responsibilities:

1. USDA-PFS relies on the clients to follow their applicable policies and handle the acquisition appropriately. If the client does not provide the appropriate supporting documentation or provide the documentation in a timely manner for recording and obligation and paying an invoice, USDA-PFS will follow standard operating procedures and proper internal controls.

Central Accounting Reporting System (CARS) requirements:

The Treasury required implementation of the Central Accounting Reporting System will require Intra-governmental Payment and Collection (IPAC) transactions to be booked the same business day.

Client Responsibilities:

Clients will provide documentation necessary to support the posting of transactions by 2:00 PM on the same day the IPAC information is provided. Clients will request IPAC partners include the client obligation document number in the IPAC description field.

USDA-PFS Responsibilities:

USDA-PFS will provide daily IPAC information to clients by 10:00 AM to support recording transactions the same business day as required by CARS.

Budgeting and Analysis Support

USDA-PFS will provide budget and analysis support services to include but not limited to:

- Preparation of monthly financial reports
- Preparation of OMB materials in support of the President's Budget
- Input of the customer's budget into the MAX database, updating data, and providing support during OMB Budget calls.
- Coordinate financial policy interpretation with OMB and Treasury.
- Apportion the Client's budget based on guidance from the client.
- Create budget allotments based on guidance from the customer's staff director or designated point of contact.
- Monitor customer's budget execution and track the customers spending to identify potential Anti-Deficiency Act violations.
- Interact with Treasury and OMB related to matters of budget execution including the above items.
- Communicate with a designated point of contact and process problems and to generally facility knowledge sharing.
- Preparation of ad hoc financial analysis when requested

Optional Financial Management Services

USDA-PFS provides on a reimbursable basis for time, material, and labor costs, the following services:

- Customized ad hoc queries or other specialized information requests, requiring other than routine analysis and normal processing.
- Manual Payments which are disbursements processed outside of the automated payment.

Payroll Services

GSA's Payroll Services Branch (PSB) will furnish all necessary payroll functions as provided by GSA's Payroll Accounting and Reporting (PAR) system.

GSA will pay all salaries and government contributions to all appropriate benefit plans from its deposit accounts. Using the Treasury IPAC process, these charges are to be reimbursed to GSA on a biweekly basis against the appropriation of the ordering activity. GSA will provide appropriate detail in support of these charges each pay period.

A SSAE 16 audit is conducted annually on the PAR system and the payroll operation. A copy of the results is provided annually.

The following items are included in GSA's base payroll services:

- Collect and maintain all Time and Attendance records utilizing the Electronic Time and Attendance Management System (ETAMS).
- Track and monitor all activities from initial hire through final payments at separation and submission of retirement records to the Office of Personnel Management (OPM).
- Perform the following payroll related processes:
 - Collect time and attendance data
 - Report and release time and attendance data
 - Edit and correct time and attendance data
 - Accrue, process, and adjust leave
 - All routine employee deduction/input documents
 - All current and retroactive pay and leave actions generated due to personnel actions processed
 - Automated Form W-2 reporting
 - Employer quarterly tax reporting
 - Automated employment verification
 - Associated payroll management reports, including, but not limited to, budget reports and accounting distribution summary reports.
- Manage Federal Employees Health Benefits (FEHB) Temporary Continuation of Coverage (TCC) for the AbilityOne employees.
- Provide data as required by the OPM for the SF-113A Feeder Data Report and SF-113G Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment to the AbilityOne by the 10th of each month reflecting information for the preceding month.
- Provide comprehensive payroll reports:
 - Electronic Pay and Leave Statements
 - Premium Pay Validation reports
 - Supervisory Time and Attendance Certification reports
 - Quarterly Overtime reports
 - Consolidated Payroll reports
 - Accounting Distribution report
- Perform the following payroll related processes:
 - Provide pretax FEHB premium conversion
 - Provide pretax qualified transportation fringe benefits program
 - Commercial wage garnishments
 - Internal Revenue Service (IRS)/State tax levies
 - Child support/alimony garnishments
 - Military Service Credits (MSC)
 - Discretionary allotments
 - Union dues
 - Charities

- Association dues deductions
- Debt notification
- Salary offset for active employees
- Savings allotments support
- Federal Employees' Group Life Insurance (FEGLI)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Health Savings Accounts (HAS)
- Flexible Spending Accounts (FSA)
- Federal Long Term Care Insurance Program (FLTCIP)
- Affordable Health Care Act Employer Reporting (ACA ESR)
- Issuance of ACA ESR Internal Revenue Service Forms 1094C and 1095 C to IRS and 1095C to employees via Employee Express (EEX)

Optional Payroll Services

- All costs for non-routine system changes will be borne by the AbilityOne.
- Requests for system changes will be evaluated by the PSB Change Control Board (CCB). The AbilityOne will be notified subsequently of the implementation viability, timeframes, and associated costs of their request. These Optional Payroll Services include:
 - Services requested to comply with the AbilityOne's policy that requires system changes
 - Extemporaneous additional services requested that are not identified in the basic payroll services that result in changes to the PAR system
 - Customized ad hoc queries, reports, or any other specialized requests for information requiring other than routine analysis and normal processing. Such requests should be submitted to the Branch Chief, PSB on the PSB "Request for Customized Adhoc Query and Reporting" form which can be provided upon request.
- Work and activities performed by the GSA, PSB, in conjunction with AbilityOne audit activity, will be charged based upon GSA's time, material and labor costs.
- CLER for FEHB Reconciliation.
- Onsite ETAMS Training.

VII. PERFORMANCE MEASURES

Financial Management	
Performance Measure	Metric Target
Core Financial System Application Availability: Available 24/7 except during scheduled maintenance periods	99% available
System Security Scans: The number of scans of servers, on which the core financial management applications are hosted, conducted during the	1 per month

reporting month.	
Invoice Payments: Invoices scheduled for payment within 5 working days of receipt	97% on time

Payroll	
Performance Measure	Metric Target
Disbursements Made on or before the scheduled process date	99% timely payroll disbursements 99% accuracy based on information provided
Reports External reports/interfaces completed by scheduled due dates based on timely receipt of required documentation	96% timely reports/interfaces 100% accuracy based on information provided
Hours of Operation Customer Service help desks available to the AbilityOne during established hours: Monday through Friday, 8am – 5:30pm ET; excluding Federal holidays.	100% available
Customer Service Help Desks Call/Inquiry is returned within four business hours. Client employee issues are resolved, within four business days depending on complexity of issue. Employee input is entered into the Payroll system (PAR) during the pay period received or by the requested pay period, whichever is later.	98% response rate 98% response rate. 98% input within established deadline

Payroll	
Performance Measure	Metric Target
System Availability Employee Express (EEX) system available to the AbilityOne 24/7 except during a scheduled maintenance period between 4:30 pm ET on the Wednesday until Noon ET Thursday after the pay period ending date.	98% available
System Performance Internal system response time within established parameters.	98% available

VIII. PRICE

The cost of services outlined in this IA is **\$84,054.00** for the IA period of performance.

Annual Servicing Fees	Cost
Financial Management	
-Service, System and Budget Fees	\$77,374.00
Payroll	
-Systems and Services	\$6,680.00
Total	\$84,054.00

Financial Management Services, Systems, and Budget Fees:

Financial Management Services, Systems, and Budget fees for fiscal year 2017 (FY17) are based on actual historic costs from data gathered in USDA-PFS's Labor Distribution System. If additional services are required, an estimate of the fee for these services will be provided to the AbilityOne at the time of the request for these services and a signed amendment will be required before any new work is started.

Optional Financial Management Services:

USDA-PFS provides on a reimbursable basis for time, material, and labor costs, the following services:

- Customized ad hoc queries or other specialized information requests, requiring other than routine analysis and normal processing, will be charged separately at the rate of \$90.00 per hour, minimum of \$135.

- Manual Payments are disbursements processed outside of the automated payment system and are charged at the rate of \$38.00 for each manual payment. The AbilityOne will be billed on a quarterly basis for all manual payments processed during the previous quarter.

Payroll Services

For payroll services, the total cost for Fiscal Year (FY) 17 is estimated to be \$6,680.00 based upon the average number of AbilityOne paid employees in FY16 or the AbilityOne FY17 Projected Headcount whichever is higher at a rate of \$167 per paid employee per year for basic payroll services and ETAMS. For this agreement, the AbilityOne FY17 Projected Headcount is higher which is 40. This amount will be billed quarterly based on the average billable headcount from the previous quarter multiplied by one fourth of the annual price listed above, in advance to the account for the AbilityOne. The charge will be adjusted, if necessary, during the fourth quarter of the fiscal year to conform to actual costs the GSA PSB experiences while providing support during the fiscal year.

Optional Payroll Services:

- All costs for non-routine system changes will be borne by the AbilityOne. Requests for system changes will be evaluated by the PSB CCB. Such requests should be submitted to the Branch Chief, PSB on the PSB "Request for Customized Adhoc Query and Reporting" form. Costs for PAR system changes will be assessed based upon time, material, and labor costs of \$93 per hour with a minimum charge of \$500. The AbilityOne will be notified subsequently of the implementation viability, timeframes, and associated costs of their request. These Optional Payroll Services include:
 - Services requested to comply with the AbilityOne's policy that requires system changes
 - Extemporaneous additional services requested that are not identified in the basic payroll services that result in changes to the PAR system
 - Customized ad hoc queries, reports, or any other specialized requests for information requiring other than routine analysis and normal processing. Such requests should be submitted to the Branch Chief, PSB on the PSB "Request for Customized Adhoc Query and Reporting" form which can be provided upon request.
- Work and activities performed by the GSA, PSB, in conjunction with AbilityOne audit activity, will be charged based upon GSA's time, material and labor costs. Minimum reimbursable charge is \$100.
- CLER for FEHB Reconciliation.
- Onsite ETAMS Training.
- Optional Payroll Services will be billed based upon the FY17 Premium Services Price List in the quarter following their occurrence.

Premium Payroll Services	Billing Rates
Customized Adhoc Payroll Reports	\$90 per hour with a minimum charge of \$500

Amended Timecards Processed	\$0.16 per amended timecard
Manual Personnel Action Input	First 100 actions free - \$1.30 per personnel action thereafter
Centralized Enrollment Clearinghouse System (CLER) Federal Employees Health Benefits (FEHB) Reconciliation	\$3.00 per headcount per year
Manual Payments (Client Agency Requested)	\$49.50 per manual payment
Paper Check Processed vs. Electronic Funds Transfer (not including biweekly salary paper checks)	\$24.50 per check
Foreign Allowance Research and Modification of Payroll System Records	Time & Materials; minimum charge \$100.00

2017 Payroll Services Disclaimer:

GSA is in the process of divesting its HR Line of Business Status. The divestment requires decommissioning of GSA's HR (CHRIS) and Payroll systems (PAR, ALOHA, ETAMS). Therefore, the only modifications and/or enhancements that will be made to GSA's HR and Payroll systems prior to the divestment are those required by legislative and/or regulatory mandated laws and by union agreements. We will be sending out a more detailed memo regarding the phased decommissioning approach of GSA's HR (CHRIS) and Payroll Systems (PAR, ALOHA, ETAMS) in the coming months. We will keep you advised as this project proceeds.

IX. BILLING

In the event of a continuing resolution, GSA and the AbilityOne will operate under the guidelines governing the resolution. Fee collection will be consistent with the terms of the continuing resolution.

IAA Order

IAA Number _____ - _____ - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Michael Rogers	E. T. Hodnett
Title	Chief of Staff	Agency Liaison Officer
Telephone Number	(703) 603-0030	(202) 205-2900
Fax Number		(202) 357-0045
Email Address	mrogers@abilityone.gov	tom.hodnett@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	4 Oct '16	4 Oct 16

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Michael J. Rogers	Dewan Studdard
Title	Chief of Staff	Supervisory Budget Analyst
Telephone Number	(703) 603-0030	(202) 501-2767
Fax Number		
Email Address	mrogers@abilityone.gov	Dewan.studdard@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	4 Oct '16	4 OCT 16

IAA Order

IAA Number _____ - _____ - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
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Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	C. Scott Swarens	E. T. Hodnett
Title	Director of Finance & Operations	Agency Liason Officer
Telephone Number	(520) 901-8510	(202) 205-2900
Fax Number		(202) 357-0045
Email Address	swarens@udall.gov	tom.hodnett@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	7/29/17	30 SEP 16

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Katherine McPherson	Dewan Studdard
Title	Senior Financial Manager	Supervisory Budget Analyst
Telephone Number	(520)-901-8516	(202) 501-2767
Fax Number		
Email Address	mcperson@udall.gov	Dewan.studdard@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	9-29-16	30 SEP 16